

## 2020 Renewal of an Iowa Optometry License

	<b>Step 1 - Please write clearly and legibly</b>
License Number	
Last Name, First Name	
Mailing Address	
City, State, Zip Code	
E-mail address	
	<i><b>Your email address is important! Renewal notifications will be emailed to the email address on file with the board at 60, 50, 40 and 30 days prior to the license expiration date.</b></i>
Primary Phone	

### **Step Two** - What is the renewal fee and when is it due?

The renewal fee, if received by June 30, is \$144. Check or money order must be payable to the Iowa Board of Optometry. Renew early to avoid a late fee or lapse in licensure. The board office strongly suggests the application and fee be postmarked on or before June 1.

When is the late fee due?

- A \$60 late fee plus the \$144 renewal fee are required on all applications received in the grace period. ***“Grace period”*** means the 30-day period following expiration of a license when the license is still considered to be active; July 1 through July 30.
- Allow four weeks to process the paper renewal. Once approved, a new set of licensure cards will be mailed to you.

### Inactive Status

- A licensee who fails to renew the license by the end of the ***“Grace period”*** has an inactive license. A licensee whose license is inactive continues to hold the privilege of licensure in Iowa, but may not practice as an optometrist in Iowa until the license is reactivated.

### Iowa Law and Administrative Rules

- To view the current Iowa Law and Administrative Rules online, go to <http://idph.iowa.gov/Licensure/Iowa-Board-of-Optometry/Laws-and-Rules>

**Step Three** - The following five questions **must** be answered. If you answer “Yes” to any question below, (1) attach a signed letter of explanation providing the details of the incident, (2) attach a copy of any court ordered evaluations, showing completion and recommendations, and (3) attach a copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement. You must answer “Yes” even when a conviction or judgment has been deferred or expunged from your record. **Since the last time you renewed have you:**

<b>Yes</b>	<b>No</b>	Been convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime (other than minor traffic violations with fines under \$500)? If you have already reported this incident to the licensing board you do not need to report it again.
<b>Yes</b>	<b>No</b>	Had any judgments or settlements paid on your behalf as a result of a malpractice suit or claim filed against you? If you have already reported this incident to the licensing board you do not need to report it again.
<b>Yes</b>	<b>No</b>	Been investigated by a licensing, registration, or certification authority or organization? If the investigation or action was instituted by this licensing board you may answer “NO” to this question.
<b>Yes</b>	<b>No</b>	Been disciplined or sanctioned by any other licensing, registration, or certification authority or organization related to your professional practice? If this licensing board took the disciplinary action, you may answer “NO” to this question.
<b>Yes</b>	<b>No</b>	Been engaged in illegal or improper use of drugs or other chemical mood altering substances? (If you are currently a participant in the Impaired Practitioner Review Committee, you may answer "NO" to this question.)

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**Step Four** – Continuing Education. Answer all six questions. Only one of the six questions can be answered yes.

- All required continuing education hours must be completed prior to renewing the license.
- The Iowa Board of Optometry Guidelines Related to Governor Reynold's Proclamations & COVID-19 states: Any Board rules that require you to complete any continuing education in-person are waived for the 2020 license renewal. There is currently no limit on the number of continuing education hours that may be obtained through distance education. **See page 3 for more details.**

Yes	No	This is my first renewal after initial licensure, continuing education isn't required.
Yes	No	I have <b>completed</b> the required hours of continuing education. <b>Note:</b> If you are reporting continuing education for the first time, you may report hours earned from the date of your initial licensure.
Yes	No	I am exempt from the continuing education requirements because I am licensed and reside in another state or district having continuing education requirements for my profession. I have met all continuing education requirements of that state or district for practice.
Yes	No	I have been granted an extension of time to fulfill the continuing education requirements <b>or</b> I have been granted an exemption by the board (due to a physical or mental disability or illness). My doctor and I have completed the 'Application for Continuing Education Extension/Exemption for Disability or Illness. The application has been mailed to the board office and has been approved by the Board. I have or am in the process of completing the requirements of my exemption.
Yes	No	I am exempt from the continuing education requirements because I was on active military duty during this continuing education biennium.

**Step Five** – Mandatory Reporter Training Requirements. Answer all four questions. Only one of the four questions can be answered yes.

**7/1/2019 HF 731 MODIFIES MANDATORY REPORTER CHILD ABUSE AND DEPENDENT ADULT ABUSE TRAINING REQUIREMENTS:** <https://dhs.iowa.gov/child-welfare/mandatoryreporter>

Licensees, who in the scope of their professional practice, examine, attend, counsel, or treat dependent adults or children in Iowa are required to complete training in dependent adult and/or child abuse identification and reporting during the previous five years.

Yes	No	I do not examine, attend, counsel, or treat dependent adults or children in Iowa.
Yes	No	I examine, attend, counsel or treat dependent adults and/or children in Iowa and have completed the required training within the last five years.
Yes	No	I am exempt from the requirements for mandatory training for identifying and reporting dependent adult and/or child abuse because I was on active duty in the military during this biennium.
Yes	No	I am exempt from the requirements for mandatory training for identifying and reporting dependent adult and/or child abuse due to a physical or mental disability or illness. My doctor and I have completed the 'Application for Continuing Education Extension/Exemption for Disability or Illness. The application has been mailed to the board office and has been approved by the Board.

### **Step Six** - Certification/Attestation Statement

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury that my answers, and all other statements or information submitted by me in this application process, are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application, I understand that my license may be subject to disciplinary action and criminal prosecution.

I understand that this application is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. In submitting this application, I consent to any reasonable inquiry, including a continuing education audit that may be necessary to verify the information I have provided on, or in conjunction with, this application.

I attest that I do not have a medical condition which impairs or limits my ability to practice my profession with reasonable skill and safety and understand that I must notify the Board should such a condition arise which impairs or limits my ability to practice my profession with reasonable skill and safety.

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date

## **Iowa Board of Optometry Guidelines Related to Governor Reynold's Proclamations & COVID-19**

The Proclamation provides relief by, among other things, suspending various regulatory requirements relating to in-person continuing education, and licensure renewal deadlines. Pursuant to the Proclamation, Governor Reynolds directed individual licensing boards to “provide additional guidance to licensees regarding the effect of these suspensions.” Id.; see also Iowa Code § 29C.19 (“Any order issued or rule promulgated by a state agency during a declared disaster emergency and pursuant to the provisions of this chapter shall be exempt from being issued or promulgated as provided in chapter 17A.”). In light of and consistent with the foregoing, the Iowa Board of Optometry (“Board”) hereby issues the following Guidance, regarding the effect of these suspensions, which shall, for all intents and purposes, be considered administrative rules pursuant to Iowa Code section 29C.19, and have the force and effect of law.

1. Pursuant to SECTION FIVE of the Proclamation, Governor Reynolds temporarily suspended the regulatory provisions of Iowa Code chapters 154 and corresponding implementing regulations to the extent they impose requirements for **in-person continuing education as a condition of professional license renewal** or impose continuing education deadlines or requirements that are unable to be satisfied due to COVID-19. For licensees of Optometry, at the present time this means:
  - a. To the extent “continuing education hours” as defined in Iowa Administrative Code section 645-181.1 requires in-person attendance in order to comply with Continuing Education Requirements as determined in Iowa Administrative Code sections 645-181.2, you will have an additional twelve (12) months past your applicable renewal deadline to take and obtain the continuing education that would have otherwise been due at the time of your renewal if you were unable to obtain the required continuing education by the renewal deadline due to circumstances related to COVID-19 (“12-month Allowance”).
- To the extent possible, you are encouraged to take distance education courses and try to meet all continuing education requirements in accordance with your renewal deadline. **There is currently no limit on the number of continuing education hours that may be obtained through distance education.**
- However, if not feasible, and if you need to take advantage of the 12 month Allowance, to do so you must:
  - Submit a renewal application by the applicable renewal deadline. You will still be required to attest that you completed all required continuing-education 04/09/2020 requirements in order for the application to process in the Board's licensing database. This will not be held against you. O
  - Maintain a copy of any supporting documentation justifying the need for the 12- month Allowance, as you may be required to supply the Board with these materials as part of the allowance process. Examples of supporting documentation include but are not limited to: emails from course providers showing a previously scheduled course was cancelled due to circumstances related to COVID-19; a note from a physician documenting your incapacitation or similar circumstance